

OFFICE MANAGERS DAILY SMARTFINDER PROCEDURES

1. Log into Smartfinder at: <https://hrssubsresnounified.eschoolsolutions.com> User ID and Pin required for login.
2. Generating Sign-In Sheets (create separate sheets for classified and certificated):
 - a. Place cursor over Administrator Tab
 - b. Click on Job Inquiry/Reports
 - c. Job Status: Choose “All, include canceled” or “All, exclude canceled”
 - d. Sub Status: Choose “All”
 - e. Type in or choose current date
 - f. Sort order: Choose “Substitute Name”
 - g. Click on “More Search Options”
 - h. Choose classification group (certificated or classified)
 - i. Click on “Create Report”
 - j. Report Title: Type in location
 - k. Check “Print a Signature Line”
 - l. View report
 - m. Print
 - n. See attachments for assistance with a through m.
3. Review Sign-In Sheets/Validate:
 - a. Verify dates, beginning and end times of job, name of substitute, etc.
 - b. Make corrections on sign-in sheets if needed.
 - c. Substitute must **initial job start time at the beginning of the day and initial end time at the end of the day**. The substitute will need to sign off that everything is correct at the end of the day.
 - d. Certificated Times: Half Day - 3 hrs 29 minutes or less; Full Day - 3 hrs 30 minutes or more
 - e. **Classified Times: Do not deduct lunch time for a classified substitute position. Example: 6 hour employee works from 8:00 am to 2:30 pm, time in system should be 8:00 am to 2:30 pm. The system will automatically deduct the half hour from the job and the employee will be paid for 6 hours.**
 - f. Late jobs: Review Smartfinder throughout the day. Create new job # in Smartfinder for employees leaving due to illness, emergencies, etc. Print out job from Smartfinder. Non-report format is fine. Attach to previous job printouts.
4. Daily Reconciliation (see page 11, #6 of Admin Guide*):
 - a. Make corrections for any hours revised on the sign-in sheets in Smartfinder.
 - b. **Smartfinder is now the official Time Record. Please make sure job information is correct in system before verifying in Smartfinder.**
 - c. To verify: Repeat steps a through d to pull up jobs to be reconciled. Put in date range and then search. Click on “**Set All to Verify,**” then click on “**Save Verified.**” You can verify one job or

- multiple jobs at one time. **Once a job has been verified it cannot be changed by an administrator. Sites will need to contact the Substitute Help Desk for modifications.**
- d. **All log-in sheets are to be filed at the site by month and year. Log-in sheets are to be destroyed three years after fiscal year.**

5. To verify the accuracy of finished jobs on the jobs list:
- a. Create a report from the search results, click Job Inquiry Report:
 - b. Job Status: All exclude canceled
 - c. Sub Status: All
 - d. Search from: enter date Search to: enter date
 - e. Sort Order Job #
 - f. More search options: certificated or classified
 - g. Search
 - h. Or Create a Report then View Report

NOTICE: PRIOR PAY PERIOD:

Please call Human Resources sub desk regarding verification on prior jobs in the system. Enter job # and verify job, confirm verification with the sub desk and turn in paper time sheet to the payroll department. Please notify the payroll supervisor, Mike Solis, that you are sending the correction on paper time sheet to the payroll department.

**Administrator User Guide can be found under the Help tab in Smartfinder.*

***Extra periods: Separate job numbers must be created for substitute teachers working an extra period. Extra periods are paid in 1 hour increments.*